

SOME APPROVED FOR RELEASE AND ACQUISITION FOR JULY 1963
CONFIDENTIAL
RDP76-00211R000500090006-0

Rec. 7/19/63 1-4-3
Reports

TITLE OF ASSIGNMENT

ASSIGNED TO

STATUS AND RESULTS

I. Vital Records

1. Reviewed ORR regulation on Vital Records and made suggestions to Executive Officer, for revision.
2. Reviewed and approved Vital Record Deposit Schedule for Office of Security.
3. Arranged for Office of Logistics to begin micro-filming records for Office of Security.
4. Reviewed and approved revised Vital Records Deposit Schedule for Central Cover Staff, DHP.

II. Records Disposition

1. Advised Records Officer I. G. Staff on retirement of records.
2. Advised JAG/CIA/DIA on housing of records and a records disposition program.
1. Approved transfer of polygraph tapes to Records Center.
2. Approved revision in OCR/ER Records Control Schedule to provide for transfer of reference collection to Records Center and destruction in accordance in the USIB agreement.
3. Approved revision of one item in OCR/DD Records Control Schedule to transfer records to Center.
4. Assisted the National Archives in their request for down grading of certain OSS reports in their custody.
5. Advised TSD on the application of the uniform filing and disposition standards for certain records.

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GROUP 1
Excluded from automatic
downgrading and
declassification

25X1

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STATUS AND RESULTS

II. Records Disposition
(cont.)

7. At request of [] Chief Administrative Staff FBID arranged for [] C/RPB to transfer record copies of daily reports to the Records Center.
8. Revised instructions for disposition of Town folders (OCR/IR); review - five years after transfer to Records Center.
9. Revised FBID Records Control Schedule to permit transfer of one file series to Records Center.
10. Approved addition to the Office of Personnel Records Control Schedule providing for transfer of BEC/Dept. of Labor Claims files to Agency Records Center.
11. Approved Revision of one item in OP Records Control Schedule for transfer to Records Center and destruction after 3 years.

III. Forms Management

1. Completed 18 new forms and revised 11 existing forms.
2. Arranged for Office of Security to use Form 670 which was no longer needed by IDP and which they had decided to destroy. This action saved the Agency \$545.
3. Designed a Systems Data form for OSA/DOR to insure proper processing and coordination of new methods and modifications of existing ADP systems.
4. Designed two Security Disapproval forms to be used in lieu of individually typed memorandums. This represents a saving of approximately \$4,000 annually in typing time.

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III. Forms Management
(cont.)

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STATUS AND RESOURCES

5. Developed with Office of Security new Visitor No Escort Badge Request; a three part set which permits sponsor to send request to Investigation Division and Badge Office simultaneously.
6. Developed Form 2118 with Office of Security to provide for change of Area letters on employee badges.
7. Drafted for Office of Security, Investigative Transmittal Record form which replaces 2 existing forms; this new form will save 20 hours of work per week for a GS9 employee in Investigations Division at an annual savings of \$3,338.
8. Designing code sheet and McBee Keysort Card system for Agency recreation program.
9. Revised a form for the Regulations Staff which will eliminate over-printing twice a year and save \$50 in printing costs.
10. Designed Mechanics Trouble Ticket for Office of Logistics; this eliminated an unofficial form and by being stocked to last 8-9 months expensive printing costs which accrued every two weeks are reduced substantially.

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1. Completed seven new forms and revised ten existing forms.
2. Revised a form for SR/DDP to be used in the S. R. Records system.
3. Revised the CI Staff Instruction Sheet.
4. Approved proofs on Form 1027 Time and Attendance Report.

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STATUS AND ASSIGNED

III. Forms Management
(cont.)

[Redacted]

5. Revised Form 526 Staff Review of FI/CI Project to provide for proper spacing for typewriter use.

6. Revised Form 1613, Journey Brief Requirements, for use in the [Redacted]

7. Approved printers proof on Form 180a, Security Biographic Data and Form 12c, hectograph cable used by OSA/DDR.

8. Cancelled a printing requisition and found forms stocked in another agency office; saving \$50.

9. Developed 3 new Information Report forms for [Redacted] DDP for positive intelligence dissemination.

10. Developed 2 specialty MCR (no carbon required) forms for [Redacted] DDP.

11. Revised Form 53b for use in both field and headquarters teletype operations.

IV. Records Management Survey, DDR

[Redacted]

1. Records Control Schedules completed for the following: ORD; OEL Analysis Division; OEL; Support Personnel and Training; OEL/OP Div/Situation Branch; Support Security; Budget and Finance; Logistics; Registry; ADD and RA. One additional schedule in final stage of completion.

V. Filing Equipment and Supplies

[Redacted]

1. Approved Requisition for five special Rol-Dex units to house 3x5 cards in Office of Security.

2. Approved Requisition for 100x special cabinets to house odd size material for NPIC.

3. Approved procurement of 15,000 special file folders costing \$4,710 for use by [Redacted]

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V. Filing Equipment and Supplies (cont.)

[REDACTED]

4. Approved procurement of special Galley Cabinet for OCR.

5. Approved procurement of special equipment (circular Savasort) for OCR.

6. Reviewed request from Commo. for Secure Area in Alcott Hall. Determined that additional special equipment is needed and that an enlarged secure area is required. Recommended that Administrative Officer, Commo. revise their requirements accordingly.

7. Approved requisition of special tab folders for NPIC; recommended that Logistics make this a stock item.

8. Arranged for FI/Division to obtain some excess shelving now in [REDACTED] for their use and the procurement of other equipment for them. Savings of approximately \$125. 25X1

VI. Correspondence Management

VII. Mail Management

VIII. Operation of Archives and Records Center

[REDACTED]

1. Finalizing Correspondence Handbook for formal Agency coordination.

1. Prepared Draft outline of Handbook in accordance with request from EA/DDS.

1. Received 887 cu. ft. and eliminated 618 cu. ft. by destruction or transfer.

2. Furnished 20,679 references to headquarters offices. 25X1

3. Sixteen Agency officials visited the Center on official business. As a result of the visit of [REDACTED] Audit Staff, 48 cu. ft. of records will be destroyed.

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IX. Miscellaneous

1. Defense Intelligence Agency has requested the DDS to make available to them our guides, standards and regulations for use in establishing their records management program.

2. Dr. Everett O. Allredge, Deputy Assistant archivist of the US has requested my help in developing standards for the organization and operation of Government-wide paperwork management programs.

3. I have arranged for the temporary detail of [redacted] from the Records Center to assist the RA Staff in our current work load. While here, he will be indoctrinated in all phases of our staff work.

4. [redacted] Assistant DDP RMO has transferred to ONI, Department of Navy. His successor is [redacted] WE Division. [redacted] was a member of the Records Center Staff in 1953 and later Records Officer OTR.

5. [redacted] is the new Records Officer, Office of Personnel; she was formerly TBD/DDP Records Officer.

6. [redacted], Chief Management Engineering Staff National Security Agency requested my advice on the proper organization of their Records Management program.

Chief, Records Management Staff

Date

8 August 1963-

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